

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
REGULAR WORK SESSION
MONDAY, APRIL 3, 2017
6:00P.M.**

1. OPENING

1.1.1 Call to Order

Council President Yeargin called the meeting to order at 6:11p.m.

1.1.2 Roll Call

Present: Mayor Eugene Grant (Late Arrival), Councilmember Charl Jones, Councilmember Lamar Maxwell, Councilmember Shireka McCarthy, Councilmember Kelly Porter, Councilmember Gloria Sistrunk, Councilmember Aretha Stephenson (Absent), Councilmember Reveral Yeargin

Staff: Dashaun N. Lanham, City Clerk, Jeannelle B. Wallace, City Administrator

1.1.3 Invocation and Pledge of Allegiance:

The invocation was given by Councilmember Porter

1.1.4. Approval of Agenda

It was motioned by Councilmember Porter and seconded by Councilmember Maxwell to approve the agenda. The agenda was unanimously approved by the City Council.

2. PRESENTATIONS:

2.1. Bryon Deese, Associate Account Executive for Mutual of America

- Mr. Deese stated that the 401K eligible employees can immediately contribute at 21. The employer contributes after the employee worked 1000 hours. The accounts with discretionary will allow the Council to decide each year how much the City will contribute. The City will invest in the employees 100% with five or more years of services and 20% after one year of services. The investment amount goes up by 20% each year of service. The plan can be set up to allow or not allow for loans in the plan. The loan will allow the employee to borrow and pay back. The ROTH features allows after tax contribution, hardship for purchase of home, eviction, death and education. Each person is automatically enrolled with the option to opt-out. The 457 Plan is for employees and elected officials to contribute to the

retirement. The 457 Plan is all employee contribution that allows them to take money out before 59 years of age without penalty by the IRS. They offer forty different investment options.

- It was motioned by Councilmember Maxwell and seconded by Councilmember Jones to approve the 401K Plan for the employees. The motion carried and was unanimously approved by the City Council.
- It was motioned by Councilmember Maxwell and seconded by Councilmember Jones to approve the 457 Plan. The motion carried.
- FOR: Jones, Maxwell, Porter, Sistrunk and Yeargin
- AGAINST: None
- ABSTAIN: McCarthy and Stephenson

3. REPORTS:

- **3.1.** Mrs. Wallace stated that Policy memo was directed to entire staff concerning the requirement to utilize the time clock and to punch out during extended personal appointments beyond one hour.
- The Verizon issues – are still on-going with connectivity issues, dropped calls etc.; I am now in discussion with yet the third lead person with the account team at which point research and 23 emails were forwarded concerning the various accounts; if the matter is not resolved by the end of April, the city attorney will be notified to review the matter for court adjudication once again.
- Personnel Manual has been revised for council consideration and has been reviewed by the City attorney and the Human Resources also researched benefits for city council and there was a mandatory benefit fair for all city employees
- On March 15, 2017 three (3) Standard Operations Procedures were developed by the City Administrator to all Department Directors re 1) travel for city business/absence from work and designating a deputy in charge; 2) vehicular and equipment incident/accident reports; and 3) notification to Mayor and Council of critical incidents
- Met with Claims Adjuster from LGIT regarding the Gaskin Property. Provided the required information and will update the City Council with the outcome.
- The City Departments completed their FY18 Budget for submission to the City Council. Additional revision will be made to the budget document after April 3, 2017.

3.3. City Council Committee Reports

- The City Council did not have any committee reports for the month of April.

4. LEGISLATION

4.1. None

5. UNFINISHED BUSINESS

5.1. Personnel Rules and Regulations Manual Recommendation

- The City Council tabled the discussion until the attorney review the document.

6. NEW BUSINESS:

6.1. Retirement Plan

- The City Council approved the 401K and the 457 Plan for the City.

6.2. IT Proposal

- The City Council reviewed the proposal for IT services for the City. Mrs. Wallace had recommended that the City consider Peake to provide the IT services.
- It was motioned by Councilmember Porter and seconded by Councilmember McCarthy to approve the City Administrator recommendation for the IT Consultant. The motion carried and was unanimously approved.

6.3. Recommendation for Update of Chapter 107-Licensing

- Mrs. Wallace stated that the current licensing code was missing vital information and needed to be updated.
- The City Council requested for the draft legislation to be sent to the City Attorney for legal review.

6.4. Approval of Ward III Prayer Breakfast “Only A Prayer Away”

- Council President Yeargin provided the City Council with the flyer and proposed budget for the Ward III Prayer Breakfast.
- It was motioned by Councilmember Maxwell and seconded by Councilmember Jones to approve the Ward III Prayer Breakfast.
- FOR: Jones, Maxwell, Porter, Sistrunk and Yeargin
- AGAINST: Stephenson
- ABSTAIN: McCarthy

6.5. Review Draft Strategic Plan for FY19

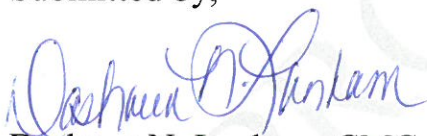
- Council President Yeargin requested for the City Council to review the plan to ensure all the information captured.
- Council President Yeargin stated the facilitator will be attending the meeting for next month to walk the council through the plan.

7 ANNOUNCEMENTS

- 7.1. **Financial Literacy Workshop, Wednesday, April 5, 2017, Seat Pleasant Activity Center, 5720 Addison., Seat Pleasant, MD at 6:00p.m.**
- 7.2. **Ward V Monthly Meeting, Monday, April 10, 2017, Seat Pleasant Activity Center, 5720 Addison Rd., Seat Pleasant, MD at 9:30a.m.**
- 7.3. **FY18 Budget Hearing, Monday, April 10, 2017, Seat Pleasant City Hall-Council Chambers at 6:00p.m.**
- 7.4. **Public Session, Monday, April 10, 2017, Seat Pleasant City Hall-Council Chambers at 7:00p.m.**
- 7.5. **Financial Literacy Workshop, Wednesday, April 12, 2017, Seat Pleasant Activity Center, 5720 Addison., Seat Pleasant, MD at 6:00p.m.**
- 7.6. **FY18 Budget Hearing, Saturday, April 15, 2017, Seat Pleasant City Hall-Council Chambers at 10:00a.m.-11:30a.m.**
- 7.7. **Financial Literacy Workshop, Wednesday, April 19, 2017, Seat Pleasant Activity Center, 5720 Addison., Seat Pleasant, MD at 6:00p.m.**

ADJOURN-The meeting was adjourned at 8:03p.m.

Submitted by,


Dashaun N. Lanham, CMC
City Clerk